



Commissioners
Robert E. Corey
William L. Morin
Chairman - William "Zee" Zielinski

Michael Sheu
Superintendent

John M. Hudzik
Field Service Manager
Primary Distribution Operator

Debra H. Vinal
Treasurer

MINUTES

JANUARY 8, 2020

The meeting was called to order at 5:35 PM

PRESENT:

Commissioners William "Zee" Zielinski/Chairman, William L. Morin/Vice-Chairman, and Robert E. Corey. Superintendent Michael K. Sheu, Field Services Manager John Hudzik, Treasurer Debbie Vinal, HR/Office Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, District Clerk Kathleen Graham, and Secretary Jayne Boissonneault

MINUTES:

Commissioner Corey made a motion to accept the Minutes of December 18, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Morin made a motion to accept the Executive Session Minutes, Part I, of December 18, 2019 as accurately reflecting the Executive Session Meeting but not for release as public information until such time as the purpose for the Executive Session no longer exists. Seconded by Commissioner Corey. Motion passed unanimously.

Commissioner Morin made a motion to accept the Executive Session Minutes, Part II, of December 18, 2019 as accurately reflecting the Executive Session Meeting but not for release as public information until such time as the purpose for the Executive Session no longer exists. Seconded by Commissioner Corey. Motion passed unanimously.

Commissioner Corey made a motion to accept the Minutes of May 22, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Morin made a motion to accept the Minutes of May 11, 2019 as presented. Seconded by Commissioner Corey. Motion passed unanimously.

COMMUNITY INPUT:

None

APPOINTMENTS:

5:40 PM - Johnson Roberts Associates, Inc. (New Fire Station 539 Nashua Rd.):

Mr. Nathaniel Coughlin attended the meeting, representing L.D. Russo, General Contractor for the Town of Dracut's new Fire Station #3 (the proposed new Collinsville Fire Station) to be located at 539 Nashua Rd., Dracut, MA, to request water service for the project. Mr. Coughlin informed the Board the plan is to tie in with an 8" line off of the 12" main across Nashua Rd., connecting with a 2" line for domestic water service. Work is expected to begin on this project in the spring. Mr. Coughlin was informed the Dracut Fire Department would require a flow test and hydrant. Mr. Coughlin stated there will be a hydrant at the front of the property. Field Services Manager John Hudzik informed Mr. Coughlin the work must be done by a DWSD authorized, bonded installer. Mr. Coughlin stated his company plans to do the work, and will take whatever action necessary to become bonded installers with the District.

The Town of Dracut Fire Department presented a written request for the DWSD to consider waiving the tie-in fees associated with this municipal project.

Commissioner Corey made a motion that water is available for the Dracut Fire Department, Fire Station #3 to be located at 539 Nashua Rd., Dracut, MA, contingent upon the District receiving an engineered, stamped plan, and in accordance with all DWSD Rules & Regulations. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to waive the tie-in fees associated for the municipal project to be located at 539 Nashua Rd., Dracut, MA, Town of Dracut Fire Department, Fire Station #3, excluding the cost of the 2" meter and valve. Seconded by Commissioner Morin. Motion passed unanimously.

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending December 31, 2019 pointing out receivables are at 51.58%, over by 1.58%, and expenses are at 40.48%, under by 9.52%.

Mrs. Vinal informed the Board she is working on the budget for the next fiscal year and that any requests to increase the budget need to be submitted to her as soon as possible. District Clerk Kathleen Graham informed the Treasurer the Election Worker's payroll would be increasing because of the recent \$0.75 cost of living increase.

Mrs. Vinal informed the Board the District has only one more payment for the SRF loan the District took back in 2002. Chairman Zielinski asked that the Treasurer look into alternatives available to the District should there be any issues with the District's new application for SRF funding of approximately \$18M. Mrs. Vinal stated she could contact Peter Frazier to look into bonding the three proposed new projects in phases, but will wait a few more weeks before she does that, to see what we hear about the SRF funding.

TREASURER'S REPORT (Cont'd):

Commissioner Zielinski stated he wants to have a contingency plan in place should things not go as expected with the District's current SRF application.

Commissioner Corey made a motion to accept the Treasurer's Report as presented. Seconded by Commissioner Morin. Motion passed unanimously.

DISTRICT CLERK'S REPORT:

District Clerk Kathleen Graham announced the DWSD Election will be held on Monday, May 4, 2020. There are two seats up for the DWSD this election year as follows:

Commissioner (1) Three-year term

Clerk (1) Three-year term

Ms. Graham reported Nomination Papers will be available beginning February 3, 2020 and can be obtained at the Town Clerk's Office.

Ms. Graham also informed the Board the last day for filing Warrant Articles for the DWSD Annual Meeting is Monday, March 25, 2020. The DWSD Annual Meeting is scheduled for Saturday, May 9, 2020.

Commissioner Morin made a motion to accept the District Clerk's Report as presented. Seconded by Commissioner Corey. Motion passed unanimously.

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Update – Coughlin Heirs:

District Clerk Kathleen Graham will contact the Attorney Hall (Town Counsel) regarding the need to transfer this property under Chapter 30B, and will then provide District Counsel with an update.

DWSD Acts & Bylaws Update:

Ongoing

Easement at Winding Brook Estates:

Ongoing

166 Frost Road appraisals:

The Board was provided with copies of correspondence to the Town of Tyngsboro, addressing the DWSD's effort to correct misstatements of fact made by individuals relative to the District's acquiring real estate in the Town of Tyngsboro, and the possible construction of a water treatment plant by the District (attached).

DISTRICT COUNSEL’S REPORT (Cont’d):

The Superintendent will send a copy of this correspondence to State Representative Colleen Garry.

Commissioner Morin made a motion to accept District Counsel’s report as presented. Seconded by Commissioner Corey. Motion passed unanimously.

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Superintendent Michael Sheu informed the Board Tighe & Bond have completed the plans and specs for Well #5A, and requested the Board vote to move forward with this project from design phase to construction phase. Commissioner Corey made a motion to authorize the Superintendent to go out to bid for Well #5A, located in the Tyngsboro Well Field. Seconded by Commissioner Morin. Motion passed unanimously.

New Boston Well:

Mr. Sheu stated the District is required to collect 30 distribution samples for Total Coliform (TC) each month. Because several samples, and repeat samples collected have been positive for TC during the month of December, the New Boston Wellfield is offline, and a tier one report has been provided to DEP. Mr. Sheu stated the District would have to add chlorine in the water for treatment in order for the New Boston Wellfield to be put back online, and pointed out that this facility is 20 years old, and produces less than 1% of the District’s water.

Distribution System:

539 Nashua Road:

Request for water service - addressed earlier this evening under appointments.

DEP Water Monitoring:

Mr. Sheu stated DEP requires the DWSD to collect 30 lead & copper samples annually. The District currently has 39 households who have agreed to be sampling sites. This collection is challenging due to the small amount of houses qualified to be sampling sites, cooperation in obtaining the samples, and guidelines for collecting the samples. Mr. Sheu suggested a \$10 voucher to be used as a credit toward the residents’ water bills be implemented. The Commissioners agreed.

Commissioner Morin made a motion to accept the Superintendent’s report as presented. Seconded by Commissioner Corey. Motion passed unanimously.

OLD BUSINESS:

Tighe & Bond – Master Plan:

Mr. Sheu reported he has contacted KP Law to inquire about their experience in dealing with matters related to building a new water treatment facility and was informed KP Law has a lot of experience in this area. Mr. Sheu stated he would like to appoint KP Law as legal counsel in this area, as well as the acquisition of real estate, to be discussed in executive session.

Meeting with Town of Tyngsboro:

Chairman Zielinski polled the Board to enter into Executive Session at 6:20 PM for the purpose of discussing real estate acquisition and the legal strategy thereto. The vote was as follows:

Commissioner Morin:	Yes
Commissioner Corey:	Yes
Commissioner Zielinski:	Yes

The regularly scheduled meeting reconvened at 6:50 PM. Chairman Zielinski announced a vote was taken in Executive Session.

State Revolving Fund:

Ongoing

Mass DEP Asset Management Grant Application:

Mr. Sheu reported Tighe & Bond has informed him the DWSD has received the Mass DEP Asset Management Grant of \$100,000 which will be used to electronically map the distribution system. The Board thanked the Superintendent once again for an excellent job in seeking grant money, and asked that he send Tighe & Bond a thank you letter for their efforts as well, on behalf of the Board of Water Commissioners.

Update - System Development Fee:

Addressed at the December 18, 2019 meeting. Chairman Zielinski instructed the Secretary to take this item off the agenda.

NEW BUSINESS:

Superintendent's Review:

Chairman Zielinski reported he had an opportunity to sit down with the Superintendent for his review, stating that he is very happy with the Superintendent's performance and is prepared to address his review this evening. Commissioner Corey stated the Superintendent continues to do a fantastic job. Commissioner Morin stated the Superintendent has and continues to do a great job, and made a motion to give the Superintendent a 5.5% increase. Motion failed for lack of a second.

NEW BUSINESS (Cont'd):

Superintendent's Review (cont'd):

Chairman Zielinski passed the gavel to Vice-Chairman Morin, and made a motion to give the Superintendent a 7% increase, retroactive to his anniversary date. Commissioner Zielinski stated this higher increase reflects the work the Superintendent has done in his continuous efforts to move the District forward, i.e., in researching and securing grant money, and working diligently in applying for SRF funds for three major capital improvement projects, including the possibility of a water treatment facility. Motion failed for lack of a second. Acting Chairman Morin returned the gavel to Chairman Zielinski.

Commissioner Corey made a motion to give the Superintendent a 6.5% increase, retroactive to his anniversary date. Seconded by Commissioner Morin. Motion passed unanimously.

Treasurer's Review:

Tabled

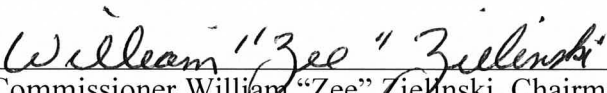
Chairman Zielinski instructed the Secretary to add her review to the next meeting agenda.

Meeting Schedule

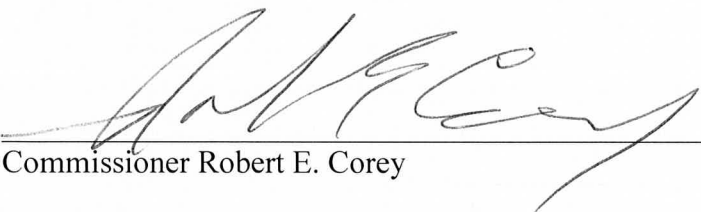
Chairman Zielinski announced the next meeting will be held after the Superintendent returns from vacation, as follows:

Wednesday, February 12, 2020	Regularly Scheduled Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, February 12, 2020	Executive Session Meeting for the purpose of Discussing real estate acquisition and legal strategy thereto 6:00 PM Main Office Building/Conference Rm

Commissioner Morin made a motion to adjourn the meeting at 7:15 PM. Seconded by Commissioner Corey. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Vice Chairman


Commissioner Robert E. Corey